

Human Resource Fax (603) 271-5845

Dear Applicant,

Enclosed is a State of New Hampshire application for employment. Please fill out all portions **completely**. You may attach an updated resume and additional sheets to supply supplemental information.

Must be included with application:

- **Transcripts (copy sufficient) or documentation of license or certification, if position requires**
- **Confidential Reference Request - requires only signature and social security number.** (If you do not want particular employers contacted you must indicate this on the application by indicating "NO" in the space provided.)
- **Notification of Release of Information**
- **Criminal Record Release Authorization Form ***

*If you have been convicted of a crime that has not been annulled by a court, you are not automatically barred from employment. Each case is considered on its individual merits. Lack of a complete explanation, including dates and offenses, or failure to complete this section will be a basis for rejection of your application. Your signature on the application affirms that you certify that there are no willful misrepresentations of statements and answers to questions on your application. Should an investigation disclose such misrepresentations, the application may be rejected and, should you be employed, your services may be terminated.

If your application cannot be certified as meeting the minimum requirements for the position you will be notified in writing as to this fact and the reason(s) why your application was not certified.

Applications meeting the minimum requirements will be screened and processed for further consideration/interview. Those not processed for further consideration will be notified in writing. This process takes approximately four (4) weeks.

If you have questions regarding your application status or questions about available positions, you may contact us at: 271-5855.